

Tennessee Department of Transportation  
Long Range Planning Division

2016 CMAQ Project Competition  
General Project Proposal Guidance

PROPOSAL DEADLINE: July 1, 2016



Other Essential Documents (available at <http://www.tn.gov/tdot/topic/cmaq>)

- CMAQ Project Selection Criteria
- Guidelines for Estimating Emission Reductions and Cost-Effectiveness
- CMAQ Project Application Fact Sheet
- CMAQ Strategic Air Quality Initiative Fact Sheets

## 1. INTRODUCTION

The Tennessee Department of Transportation (TDOT) requests project applications for funding under the federal Congestion Mitigation and Air Quality Improvement (CMAQ) program. CMAQ proposals may be submitted by government entities, nonprofit organizations and for-profit companies located and operating in Tennessee air quality nonattainment and/or maintenance areas.

TDOT reserves the right to request additional information to assist in the proposal review process, reject any and all applications and make no awards under this program, make fewer and smaller awards than anticipated, or fund partial projects.

### IMPORTANT

#### CMAQ Performance Measures

Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) directed the Secretary of Transportation to publish a rulemaking establishing performance measures for the CMAQ program to assess traffic congestion and onroad mobile source emissions. State departments of transportation, in coordination with relevant Metropolitan Planning Organizations (MPOs), will be required to establish targets for these measures within one year of the final rule on national CMAQ performance measures. MPOs will be required to develop performance measures based on the TDOT performance measures no later than 180 days after the date on which TDOT establishes their performance targets. In addition, the Nashville Area MPO and the Memphis MPO will also be required to develop separate CMAQ performance plans.

On April 22, 2016, FHWA published in the Federal Register a Notice of Proposed Rulemaking (NPRM) that contained several performance measures including two for the CMAQ program. The two proposed measures include the following:

- |  |   |
|--|---|
| • Traffic Congestion Subpart G             | Annual Hours of Excessive Delay Per Capita  |
| • Onroad Mobile Source Emissions Subpart H | 2- and 4-Year Total Emission Reductions for each applicable pollutant and precursor |

All CMAQ projects in the future will also include performance measures, including those selected in the 2015 and 2016 CMAQ call for proposals. These project performance measures will be based on the national rulemaking, the TDOT performance measure rule and the MPO performance plans. Progress on achieving selected performance targets will be considered by TDOT in providing additional funding for existing projects and in selecting future projects for CMAQ funding.

### 1.1 Application Submission Requirements

- A Letter of Intent must be received for each proposed project **no later than May 27, 2016**.
- A separate application is required for each proposed project. All application materials must be submitted **no later than July 1, 2016**. Applications received after the closing date will not be considered for funding.
- Applicants selected for funding must register as a vendor/contractor in the state of Tennessee Edison system before signing a grant contract for funding. For more information on contractor registration, visit <http://www.tn.gov/generalservices/topic/vendor-information>. From this page, go to the online registration site (<https://supplier.edison.tn.gov/>). Contact the Edison Help Desk at 615.741.HELP or 1.866.376.0104 with ALL questions about Contractor Registration.
- Applicants selected for funding must maintain an active and current registration in the U.S. Government's System for Award Management (<http://www.sam.gov>). A Dun and Bradstreet Data Universal Numbering System (DUNS) number ([www.dnb.com](http://www.dnb.com)) is required for registration in the System for Award Management.
- For-profit and nonprofit applicants selected for funding will be required to provide documentation that their business is a viable, ongoing concern (e.g., audited financial statement or past income tax returns).

### 1.2 Application Assistance and Communications

- Applicants may email written questions to [TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov). All questions and answers will be posted in a Frequently Asked Questions (FAQ) document at the TDOT CMAQ website at <http://www.tn.gov/tdot/topic/cmaq>.
- The deadline for submitting questions via email is Friday, June 10, 2016. The estimated final posting of the FAQ document will be Wednesday, June 15, 2016, at 5:00 p.m. CST.

### 1.3 Additional Provisions for Applicants Incorporated Into this Grant Call

- Any additional provisions that apply to this solicitation and/or awards made under this solicitation, will be posted at <http://www.tn.gov/tdot/topic/cmaq>. Applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please contact the TDOT CMAQ Office at [TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov).

## 2. Areas Eligible for CMAQ Funding

Counties eligible to receive CMAQ funding are designated by the U.S. Environmental Protection Agency (EPA) as federal air quality nonattainment or maintenance areas. Eligible counties are listed below for each Metropolitan Planning Organization (MPO) / Transportation Planning Organization (TPO) area. Projects in counties outside of designated air quality nonattainment or maintenance areas may be eligible for funding **if** the project applicant can demonstrate that the project will result in air quality benefits in a nonattainment or maintenance county. Tennessee nonattainment and maintenance counties are listed below:

#### Clarksville Area Metropolitan Planning Organization

Montgomery County

#### Chattanooga-Hamilton County Transportation Planning Organization

Hamilton County

#### Knoxville Regional Transportation Planning Organization

Anderson, Blount, Cocke (partial), Knox, Loudon, Roane (partial), Sevier Counties

#### Lakeway Metropolitan Planning Organization

Jefferson

Memphis Area Metropolitan Planning Organization  
Shelby County

Nashville Area Metropolitan Planning Organization  
Davidson, Rutherford, Sumner, Williamson, Wilson

### **3. 2016 CMAQ Project Competition Overview**

CMAQ funds must be used for transportation projects likely to contribute to the attainment or maintenance of a National Ambient Air Quality Standard (NAAQS). These federal air quality health standards are developed by the U.S. Environmental Protection Agency (EPA) under the Clean Air Act. Selected projects must be added to the MPO or TPO Transportation Plan and Transportation Improvement Program (TIP) before funds are obligated.

For FY 2016, TDOT is focusing on several strategic air quality initiatives. In addition to traditional CMAQ projects, CMAQ funding is being set aside for three Strategic Air Quality Initiatives, listed below.

#### **2016 Strategic Air Quality Initiatives**

- New or Expanded Park and Ride Lots
- New or Expanded Transit Service
- Diesel Emission Reduction Projects

#### **Funding Set Aside**

\$3 million (minimum)  
\$3 million (minimum)  
\$5 million (minimum)

**Other CMAQ-eligible activities include (but are not limited to) the following:**

- Alternative Fuel Projects
- Bicycle and Pedestrian Improvements
- Intelligent Transportation Systems
- Intermodal Freight Transportation
- Public Education and Outreach
- Public Transportation Improvements
- Traffic Flow Improvements
- Travel Demand Management

#### **New CMAQ projects eligible under the FAST Act**

- Verified technologies for nonroad vehicles/engines used in port-related freight operations
- Installation of Vehicle-to-Infrastructure communications equipment

#### ***Alternative Fuel Projects***

- Projects that are solely for refueling infrastructure will not be considered for funding under this competition.
- Costs associated with converting vehicles to run on alternative fuels (e.g., propane, CNG) are eligible.

## 4. Application Process

### 4.1 Letter of Intent

- All applicants for CMAQ projects in the CMAQ General Competition, including Strategic Air Quality Initiatives, must submit a Letter of Intent by May 27, 2016. The Letter of Intent should provide a basic overview of the proposed project, including a draft budget. It is understood that project details may change after the Letter of Intent is submitted. Any changes to the proposed project should be incorporated into the full application.
- The Letter of Intent must be submitted online at [https://www.surveymonkey.com/r/TDOTCMAQ\\_LOI\\_2016](https://www.surveymonkey.com/r/TDOTCMAQ_LOI_2016).

### 4.2 Strategic Air Quality Initiative Applications

- Applications for New or Expanded Transit Service, Park and Ride Lots, or Diesel Emission Reduction Projects must be submitted online using the online Survey Monkey application at <https://www.surveymonkey.com/r/TDOTCMAQ2016>.
- Strategic Air Quality Initiative applications require a separate detailed Project Budget using the appropriate budget worksheet, which can be downloaded from TDOT's CMAQ website at <http://www.tn.gov/tdot/topic/cmaq>.
- Download the Signature Page from TDOT's website at <http://www.tn.gov/tdot/topic/cmaq>. Complete all requested information. The Signature Page must be signed by the individual who has authority to enter into grant agreements with government agencies. The Signature Page can be digitally signed and emailed with the application. It can also be printed and signed. Scan the signed signature sheet in PDF or JPEG format and submit it with your application package.
- Diesel Emission Reduction Projects also require detailed vehicle or equipment information. This is provided through the Diesel Equipment Information form, which is available at <http://www.tn.gov/tdot/topic/cmaq>.
- The signed Signature Page and the Project Budget worksheet should be submitted by email to [TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov).

### 4.3 General Competition Applications

- General Competition Applications must be submitted online using the Survey Monkey application located at <https://www.surveymonkey.com/r/TDOTCMAQ2016>.
- General Competition Applications **also require** a separate Narrative Description, a Detailed Project Budget and a signed Signature Page. Formats or templates for these documents may be downloaded from the TDOT CMAQ website at <http://www.tn.gov/tdot/topic/cmaq>.
- The Narrative Description, signed Signature Page and the Project Budget Worksheet should be submitted by email to [TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov).

### 4.4 Project Selection

- Projects will be selected for funding based on the specific project purpose described in the proposal and its characteristics (e.g., emission reductions, cost-effectiveness, etc.). Changes in project scope after funds are awarded to a project must be approved by both the MPO/TPO and by TDOT. For additional details, please see the CMAQ Project Application Fact Sheet.

## **5. Narrative Description Format**

All applications for CMAQ funding, except the Strategic Air Quality Initiatives listed above, must include a Narrative Description, which is organized as described in this section.

- Title each section of the proposal as indicated below and supply the requested information. The proposal format is based on the project selection criteria.
- Each section described below must be completed. Additional information may be appended in attachments, but you must still provide the appropriate information in your narrative proposal. For example, a detailed budget must be presented in an attached Project Budget, but you must also include relevant detailed budget information in the narrative description. The narrative should be able to stand alone during proposal review.

### **5.1 Cover Sheet**

- Include the project applicant's name and organization and the title of the proposed project.
- Include the name, title, agency, address, phone number and email address of the individual who can provide CMAQ program staff with information should questions about this project arise. Either the primary contact or a secondary contact should have a working knowledge of the project.
- Identify the city and county where the proposed project will be conducted.

### **5.2 Signature Page**

Download the Signature Page from TDOT's website at <http://www.tn.gov/tdot/topic/cmaq>. Complete all requested information. The Signature Page must be signed by the individual who has authority to enter into grant agreements with government agencies. The Signature Page can be digitally signed and emailed with the application. It can also be printed and signed. Scan the signed signature sheet in PDF or JPEG format and submit it with your application package by email at [TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov).

### **5.3 Project Description**

Provide a detailed description of the project or program so that individuals unfamiliar with your organization will understand the project or program scope and location. For projects selected for funding, this information will be used to develop the contract scope of services. Each project description should include the following:

- Project title (use previous title if project is a continuation of an existing project).
- Detailed project description and the goals/ purpose of the project.
- Description of the air quality/ transportation concern that the proposed improvement will address and the expected results of the project.
- Description of the project's major activities and how they will be completed. Projects that involve signals or construction should include an accurate description of the location and termini and a map showing the location of the project (map may be embedded or attached).
- Attach written confirmation from the relevant agency or program that the proposed match is available for the time period identified in the Project Schedule and Milestones.
- If state match is being proposed, include a letter from the relevant state agency, including TDOT, confirming the commitment of state funds to the proposed project.

#### **5.3.1 Continuation of Existing Projects**

If the proposed project is a continuation of an existing project, include the following information:

- Federal project number of the existing project
- State project number of existing project
- Previous CMAQ funding amounts obligated by year

- Total funding (all funds) dedicated to the project by funding source(s)
- A description of the relationship between the proposed project and the existing project, and how the proposed project will augment or strengthen the existing project

### 5.3.2 Construction-related projects

In the case of construction-related projects, such as intersection improvements and certain signalization projects, provide details on the different components of the project, including the specific locations and length of lanes to be added. If the proposed project includes road widening that adds capacity or other activities that are ineligible for CMAQ funding, please describe how these activities relate to the CMAQ-eligible portion of the project and indicate the funding source(s) and amount(s) of funding for activities ineligible for CMAQ funds.

### 5.3.3 Multi-year projects

Multi-year projects will be considered for funding. Clearly state the requested funding for each federal fiscal year and what will be accomplished in each year. Please note that TDOT does not reserve funds in advance for multi-year projects, and all project funding will be obligated on a first-come, first-served basis. TDOT's approval of the local TIP is TDOT's commitment to fund a project in future years; however, project applicants may have to wait for funds to become available in an upcoming fiscal year.

## 5.4 Operating Assistance

This grant opportunity is limited to eligible costs necessary to operate for three (3) years. If the project requires CMAQ operating assistance, describe your plan to continue the service beyond the third year of operation. Provide details in the Project Budget Worksheet to support the amount of operating assistance you are requesting. If your project is selected for funding, you may later request to spread operating assistance over a period of five (5) years, but the total funding cannot exceed the amount needed to operate for three years. For details, see FHWA's CMAQ Interim Guidance at [http://www.fhwa.dot.gov/environment/air\\_quality/cmaq/policy\\_and\\_guidance/2013\\_guidance/index.cfm](http://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/2013_guidance/index.cfm)).

## 5.5 Cost Overruns

Cost overruns are the responsibility of the project applicant. The grantee must agree to this requirement as a contract condition.

## 5.6 Project Budget

### 5.6.1 Budget Description

Use this section of the Narrative Description to describe the funds needed to complete the proposed project and tell how those funds will be used.

- Provide realistic TIP starting years for each phase or each year for which funding is being requested.
- Provide explicit descriptions of matching funds and the source of those funds. As noted earlier, attach written confirmation that the proposed matching funds will be available for this project. If the project requires additional funding from other sources and that funding has not yet been verified or approved, project applicants should submit written verification from the third party that the matching funding will be provided. **Applications lacking this documentation will not be considered for CMAQ funding.**
- Certain projects, such as signalization and carpooling or vanpooling projects, are eligible for 100 percent CMAQ funding. See 23 U.S.C. 120(c) for a list of eligible projects.
- Under MAP-21, most CMAQ projects require a minimum 20 percent cash match. If a proposed project includes elements that require a match, the entire project will require matching funds.

- Project applicants who propose a match greater than 20 percent may improve the cost-effectiveness of their project since similar projects that provide a greater proportion of the total cost will achieve the same emission reduction with fewer CMAQ dollars.
- If the proposal budget for a selected project includes matching funds, the project will be funded based on the proposed match contribution. The TIP amendment must reflect the CMAQ dollars and the matching funds that were proposed.
- If TDOT accepts an offer for a voluntary cost-share or overmatch, applicants must meet their sharing commitment as a legal condition of receiving funding. If the proposed cost-share is to be provided by a third party, a letter of commitment is required.

#### 5.6.2 Budget Detail for Projects Involving Personnel

Some project proposals may involve hiring personnel, such as education and outreach or transportation demand management projects. Proposals that involve personnel costs must itemize costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs. If the project budget includes any mandatory or voluntary cost-share (or overmatch), the budget detail portion of the project narrative must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used.

- **Direct costs** are those costs that can be identified to benefit a specific program.
- **Administrative or indirect costs** are costs that benefit the operations of the entire agency, but cannot be identified to specific programs.
- **Personnel**  
**List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). Personnel costs do not include: (1) costs for services of consultants, contractors or other partner organizations; (2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits**  
**Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel**  
For projects such as Transportation Demand Management projects, travel may be integral to the purpose of the proposed project and may be a covered grant cost.  
**Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.** Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations; or (2) travel costs for employees of subrecipients under subawards. State travel regulations apply to all eligible travel costs.

- **Equipment**  
**Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; (2) equipment service or maintenance contracts, or (3) office equipment, such as computers. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies. The budget detail must include an itemized listing of all equipment proposed under the project and must include a justification for the need for the equipment.
- **Supplies**  
**“Supplies” means all tangible personal property other than “equipment.”** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies). Supplies must be directly required to carry out the project being proposed. Non-tangible goods and services associated with supplies, such as printing services, should be included in the “Other” category.
- **Contractual**  
**Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
- **Other**  
**List each item and provide sufficient detail for TDOT to determine whether the proposed item is reasonable and allowable.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are rental/lease of equipment, equipment service or maintenance contracts, printing or photocopying. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category.
- **Indirect Charges**  
**If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate, or must have submitted a proposal to the cognizant federal or state agency.

See Appendix A for an example Grant Budget document from the Grant Contract. The Grant Budget document will show budget totals for the life of the project.

Complete the CMAQ Project Budget Worksheet (available on the TDOT website) for the type of project proposed and provide details on the proposed costs of the project, including the amounts requested for each



fiscal year. The Project Budget Worksheet must be emailed with the Narrative Project Description to [TDOT.CMAQ@tn.gov](mailto:TDOT.CMAQ@tn.gov).

## 5.7 Air Quality Analysis and Emission Reduction Estimates

- Strategic Initiative applications (New or Expanded Transit Service, New or Expanded Park and Ride Lots, and Diesel Emissions Reduction Projects) do not require the applicant to submit an emissions analysis. TDOT will prepare emission reduction estimates based on the application information provided by the project applicant.
- For all other proposals, describe the air quality analysis used to estimate the emission reductions that the proposed project will achieve. Provide separate emission reduction estimates for each relevant criteria pollutant or precursor (NO<sub>x</sub>, VOCs, CO, PM 2.5). Please note that CO<sub>2</sub> and other greenhouse gases are not CMAQ-eligible pollutants, and estimates of greenhouse gas emission reductions will not be taken into consideration in determining project emission reductions or project cost-effectiveness.
- Emission reductions of the various pollutants will be weighted to represent their relative importance to Tennessee's air quality. In completing the air quality analysis, report the emission reduction estimates that you prepare. TDOT will add the pollutant weights. PM 2.5 emission estimates will be weighted by a factor of one thousand (1,000). NO<sub>x</sub> emission will be weighted by a factor of one hundred (100). VOC emissions will be weighted by a factor of ten (10). CO emissions will be weighted by a factor of one (1). For additional guidance on emission reduction and cost-effectiveness analyses, please see the Guidelines for Estimating Emission Reductions and Cost-Effectiveness.
- In this section of the proposal narrative, project applicants should summarize briefly the results of the air quality analysis and attach the air quality analysis at the end of their narrative proposals. Air quality analyses should include a description of the emission reduction estimation method, the application of the method to the particular project and the results that were produced (in other words, *show your work*). The quality of the analysis and methodology that is used in the emissions estimation, including the reasonableness of any assumptions, will be considered in the project's overall score as outlined in the 2016 CMAQ Project Selection Criteria.
- Explain any abnormal results from your analysis (e.g., a NO<sub>x</sub> increase). In the event that the project will cause an increase in one or more pollutants, explain why the project is still worthy of funding. Explain whether the project is likely to have a negative effect on measured air quality or contribute to an exceedance of an air quality standard.
- Provide estimated air quality benefits for the first full year of project implementation as well as the lifetime air quality benefits that the proposed CMAQ project will generate. Include an estimate of how long the project or program will continue to generate emission reduction benefits.

## 5.8 Cost-Effectiveness of Project Emission Reductions

- Calculate and describe the proposed project's cost per kilogram of emission reduction that the project will achieve in a year after the project is fully implemented.
- Calculate and describe the proposed project's **lifetime** emissions reduction benefit over the expected life of the project.
- If a project will reduce emissions of more than one pollutant, add the estimated emission reductions of all pollutants together (except CO<sub>2</sub>) and use the total to calculate the project's cost per kilogram of emission reduction.
- Proposals should include three cost-effectiveness estimates:
  - Cost per kilogram of emission reduction for all criteria pollutants (CMAQ dollars requested divided by total emission reductions)

- Cost per kilogram of PM 2.5 emission reductions (CMAQ dollars requested divided by PM 2.5 emission reductions)
- Cost per kilogram of NOx emission reductions (CMAQ dollars requested divided by NOx emission reductions)

The CMAQ program is designed to reduce those pollutants that cause nonattainment problems in the state. In Tennessee, ozone and PM 2.5 are the primary major air quality problems, so the pollutants of concern are those that contribute to their ambient concentrations. For ozone, the precursor pollutants are oxides of nitrogen (NOx) and volatile organic compounds (VOCs). In contrast to ozone, particulate matter is often emitted directly, although PM concentrations are also influenced by gaseous emissions that are transformed in the atmosphere into particles. For the CMAQ program, greenhouse gases are not criteria pollutants and are not considered in determining the amount of emissions reduced and the cost-effectiveness of a project.

### **5.9 Innovation, Regional Diversity and Complementary Projects**

- Describe the innovative nature and characteristics of the project. In what way is the project innovative? Does it fill gaps in regional efforts to improve air quality and reduce congestion? In what ways will it interact with existing programs to increase their mutual effectiveness? Will the project address emerging air quality/ transportation issues that have become more important in recent years
- Describe whether and how this project initiates new and complementary efforts in a region, adds a new program capability or enhances an existing one that a region wants to establish or maintain as part of their regional suite of programs.
- Describe how the project will relate to existing programs and capabilities in the MPO/TPO region, and how the proposed project will expand, extend or enhance regional efforts. Opportunities for achieving greater results through project coordination should be identified and described.

### **5.10 Regional Priorities**

- Describe how the project benefits the region where it is located.
- As applicable, document any local or regional plans that include the proposed project - such as local or community plans, comprehensive plans, corridor studies, major thoroughfare plans, MPO plans, TDOT Long Range Plan, TDOT Bicycle and Pedestrian Plan, etc.
- As applicable, document any existing local or regional support for the proposed project.
- If relevant, describe how the project will expand and enhance multimodal infrastructure in the region. Such projects could include regional transit projects, projects that expand or improve bicycle and pedestrian infrastructure that reduces vehicle miles traveled, projects designed to increase the use of transportation alternatives, and projects to reduce emissions and fuel use associated with hauling, transferring and distributing freight.

### **5.11 Project Delivery Plan (Schedule, Milestones, Major Tasks) and Management Plan**

**It is essential that funded projects be able to demonstrate substantial progress on all phases of project implementation, including the TIP process, environmental clearance, funds obligation and timely expenditure of CMAQ funds.**

- Provide a detailed, realistic expected timeline for completion of the proposed project.
  - Identify and describe project milestones
  - Describe the major tasks and activities that must be done for the project to be completed successfully. Include all phases the proposed project will require, such as environmental clearance, design, right-of-way, etc.

- Provide the federal fiscal year in which each phase will begin. If a phase of the project has already been started or completed, provide the year in which the phase was started. For non-construction projects, describe the work to be completed in each federal fiscal year.
- Identify potential obstacles so that a more reliable assessment can be made of the project viability before federal funds are committed. Projects with major implementation challenges (e.g., vaguely defined scopes, right-of-way issues, lack of committed funding match) are less likely to be funded.
- Where applicable, highlight the project readiness or the ability to implement the project, or specific tasks, quickly. Projects that appear as if they can be more easily implemented, and that appear more likely to be completed on schedule will receive higher scores.
- Describe in detail the steps you will take to make sure that milestones are achieved and the project is delivered on time. Include enough detail in your proposal to explain how the project will be managed and tracked so that it can be implemented quickly and efficiently while avoiding major complications or delays.
- Include a description of the project applicant's recent experience in successfully implementing CMAQ projects. This description should include the project or projects that were implemented and sufficient detail to demonstrate whether the project was successfully completed on time and within budget. These details should include the project schedule and any delays associated with the project, as well as how the project budget was managed and whether the project was completed without cost overruns.
- Project proposals that do not contain project milestones, descriptions of major tasks and project management plans are unlikely to be funded.

## APPENDIX A

EXAMPLE GRANT BUDGET				
Additional Identification Information As Necessary				
<div>The Grant Budget line-item amounts below shall be applicable only to expenses incurred during the following applicable period:</div> <div>BEGIN: DATEEND: DATE</div>				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE MATCH	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest <sup>2</sup>	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation <sup>2</sup>	0.00	0.00	0.00
18	Other Non-Personnel <sup>2</sup>	0.00	0.00	0.00
20	Capital Purchase <sup>2</sup>	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	0.00

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

<sup>3</sup> A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

#### GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
<b>TOTAL</b>	Amount

OTHER NON-PERSONNEL	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
<b>TOTAL</b>	Amount

CAPITAL PURCHASE	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
Specific, Descriptive, Detail (Repeat Row As Necessary)	Amount
<b>TOTAL</b>	Amount